TO: All DWD Employees

FROM: Alan J. Degner
     Commissioner

DATE: March 19, 2003

SUBJECT: DWD Policy 2002 - 18
     Policy for Personal Long Distance Telephone
     Calls and Use and Procurement of Cellular
     Telephones

Purpose:

To remind DWD staff of the policy for making personal long distance telephone calls and appropriate use and procurement of DWD cellular telephones

Rescission: DWD Communication #2000-23

Content:

Personal long distance calls must not be charged to DWD or placed over the State telephone network. Such calls should be charged to your home phone, personal calling card, or placed collect. If you are calling within the Ameritech calling area, dial 8 + 0 + the area code and phone number, then follow the system prompts. For any other vendor dial their 800-access number and following the system prompts. Following are a few 800-access numbers: AT&T: 1-800-225-5288; MCI: 1-800-888-8000; and Sprint: 1-800-877-8000

DWD issued cellular telephones are to be used for state business only. Requests to purchase cellular telephones must be submitted on Request for Procurement (State Form 43482).

There may be rare occasions when a personal emergency may arise and state resources must be used. These situations would offer an exception to the policy against use of the state telephone network or DWD issued cellular telephones. In these cases, the employee must reimburse costs incurred through DWD Accounts Payable Section.

Effective Date: March 17, 2003

Action: All staff is to follow the above policies regarding personal telephone calls and the procurement and use of cellular telephones. Staff should be aware that abuse of this policy could result in progressive discipline.

Review Date/Ending Date: March 17, 2005

Ownership: Management Services